

“Choose Award” Tab

(see also page 12 of the Helpful Hints guide)

- **Award Type:** Select the type of award each time you start a new nomination (see page 6 of the Helpful Hints guide for definition):
  - Center Honor Award [available only during annual call]
  - Center Other Incentive Award
  - Center Performance Award
- **Award Title:** Select the award title each time you start a new nomination (see page 6 of the Helpful Hints guide for definition):
  - Certificate of Appreciation
  - Director's Commendation Certificate [annual honors only]
  - \*Group Achievement Award [Honorary]
  - \*Group Achievement Award [Monetary]
  - \*Group Achievement Award [Non-monetary/Non-honorary]
  - \*Group On-the-Spot Award
  - \*Group Time-Off Award
  - Individual On-the-Spot Award
  - Individual Time-Off Award
  - Special Service Award
  - Sustained Superior Performance Award (SSP) (see tri-fold page 6)

\*See page 4 the Helpful Hints guide for critical information regarding group awards, to help avoid potential errors and delays.

“Nominator Information” Tab

(see also page 12 of the Helpful Hints guide)

(see also definitions for both Initiator and Nominator on page 7)

- The “Last Name” and “First Name” boxes are self explanatory.
- Enter the Email address in the correct format.

“Add NASA Civil Servants” Tab

This is for ALL NASA Civil Service nominees, not just MSFC.

(see also page 14 of the Helpful Hints guide)

- Ignore “UUPIC” and search by “Center” and “Last Name” instead.
  - Select MSFC from the drop-down menu for each new nomination.
  - Perform a Search by Last Name (required by NAAS), and First Name if necessary.
  - Click-and-drag the nominee name down to the “Added NASA Civil Servant Nominees” table.
- Click and highlight the name of each nominee individually (even if there is only one name listed) to enter the number of hours or cash amount for that nominee, if applicable.
- GROUP award of any kind? Click and highlight someone to be the Group Representative, then check the “Group Rep” box. (We recommend the team or project lead.)

Helpful Information

For questions about Awards in general, or the nomination process as it relates to using NAAS, please contact one of the following individuals in the MSFC Incentive Awards Office:

Paulette Davy at 544-5656, or Paulette.A.Davy@nasa.gov  
Laura Groce (NAAS) at 544-9154, or Laura.L.Groce@nasa.gov

See also HS40-OWI-005, Incentive Awards, for complete details and MSFC policy. (NOTE: This directive will soon be updated to a Marshall Work Instruction, directive number to be determined.)

If you run into problems with the technical operation of NAAS, please contact the NSSC Contact Center at:

Phone 1-877-NSSC123 (677-2123)  
Fax 1-866-779-NSSC (779-6772)  
nssc-contactcenter@nasa.gov

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From tri-fold page 2:  
For SSP's, use the following Citation and Justification in NAAS:

Citation [136 characters/spaces]:  
For outstanding dedication and excellent job performance in support of NASA and the Marshall Space Flight Center's mission and goals.

Justification:  
Performance Appraisal

Remember, a copy of the COMPLETE appraisal (not just the narrative summary) must be attached to the PDF printout prior to forwarding to the Awards Office.

NASA Automated Awards System (NAAS)  
QUICK-STEP COMPANION  
FOR MSFC USERS ONLY

March 28, 2007

This tri-fold gives basic step-by-next-step instructions. For detailed information please refer to the NAAS Helpful Hints for MSFC Users Only, located on the MSFC/OHC/Training and Incentives website, under Awards. Pages 3-7 give General Information and Definitions. In this tri-fold, if you see:

- Bright blue text (except for websites or email addresses), it's a major heading or you are to perform the action or click on that tab or button.
- Bold green text, you have a choice of actions.
  - Exception: The various award types and titles listed on page 2 of this tri-fold. They are color-coded to each other to help you when making an award selection.
- Bold red text, it is specific information to be heeded.
- Bold black text, it is reference information for your convenience.

REMEMBER: See a red asterisk (\*) anywhere in NAAS? That field is required.

THE NAAS WEB ADDRESS:

https://naas.nasa.gov

LOGIN (see also page 9 of the Helpful Hints guide):

Login using both your WebTADS userid and WebTADS password, but first make sure your password does not contain the following special characters since NAAS does not read them:

% & = #

GETTING STARTED (see also page 10 of the Helpful Hints guide):

Click on NOMINATE in the menu bar along the top.

- DRAFTS Screen: If you have any drafts saved, click and highlight the one you want to edit or delete, even if there is only one draft listed.
- If you want to start a new nomination, click on the “Create” button.

**“Add Non NASA Nominees” Tab**

For adding **contractor** and other **non-NASA** employees.  
(see also page 15 of the Helpful Hints guide)

Each contractor must be added manually.

- Do **NOT** enter Civil Service nominees from other NASA Centers here.

**“Routing and Approval” Tab**

(see also page 16 of the Helpful Hints guide)

Click and drag the Reviewer and Approver as follows (ALWAYS in this order):

- **Your Administrative Officer**
- **Your Supervisor** (TIP: Who would normally sign in the **second** space on the MSFC Form 507?)
- **OPTIONAL EMAILS:** You can choose to type in the email address of anyone who **NEEDS** to know about a nomination (i.e. contractor employee’s supervisor, or supervisor of nominee outside your organization, for example).
  - **Do NOT type in nominee email addresses.**
- **“Award Detail Information” Tab**  
(see also page 17 of the Helpful Hints guide)
- **GROUP** award of any kind (Group Achievement Award, Group On-the-Spot, Group Time-Off)? The **“Group Name”** is required here.
- **CITATION (Required):** See the **Helpful Hints guide, page 17**, for examples of valid citations. You can do a copy-and-paste from Word here; however:
  - **REMEMBER:** Pay attention to the length of your citation, because **NAAS will not alert you** if it is too long or gets cut off prematurely.
- **JUSTIFICATION (Required):** See the **Helpful Hints guide, page 17**, for examples of valid justifications. You can do a copy-and-paste from Word; just remember to pay attention to the length.
- Either **Save Draft** (if incomplete) or **Submit** the nomination.

**REVIEWING / APPROVING A NOMINATION**

(see also pages 19-21 of the Helpful Hints guide)

If you are listed as a Reviewer or Approver for an award nomination, you will receive an automatic **email** notice from NAAS when it is your turn to review/approve.

- Do NOT login to NAAS: **click on the link provided in the email** to access the nomination directly.

**REVIEWING / APPROVING A NOMINATION (continued)**

- **Reviewer (Admin Officer):** Review nomination and select one action:
  - **Approve:** Nomination is good to go!
  - **Not Approve:** Nomination is rejected and is “aborted”.
    - **Comments (Required):** **Why** is the nomination not approved?
  - **Request Change:** Some change needs to be made to the nomination.
    - **Comments (Required):** **What** needs to be changed?
  - Click on **Send**.
- **Approver (Second-line Supervisor):** Review nomination and select one action:
  - **Approve:** Nomination is good to go!
  - **Not Approve:** Nomination is rejected and is “aborted”.
    - **Comments (Required):** **Why** is the nomination not approved?
  - Click on **Send**.

**AWARD CHANGE NOTICE EMAIL**

(see also page 22 of the Helpful Hints guide)

If you submit a nomination, and a Reviewer selects **“Request Change”** you will receive an automatic email from NAAS telling you of the change request and where you can find it.

- Login to NAAS, click on **STATUS** on the menu bar, **select (click to highlight) the appropriate nomination**, and click the **“Edit Nomination”** button.
- Make the appropriate changes as requested, then click the **“Submit”** button from the **“Award Detail Information”** screen.

The nomination will go through the Review/Approval cycle from the beginning again.

**STATUS SCREEN**

(see also pages 23-26 of the Helpful Hints guide)

In NAAS, click on **STATUS** on the menu bar, **select (click to highlight) a nomination**, and click either **“Edit Nomination”** as instructed above, or click the **“View Nomination”** button to see a PDF of the nomination.

- You can print the PDF for your records (*highly recommended*),  
-- OR --
- Save an electronic copy of the PDF to your computer (less recommended).

To check the status of a nomination, **click to highlight the nomination**, and look at the last column on the right, under **“Status/Action”** to see *who* has it (see **Figure 17 on page 24 of the Helpful Hints guide**).

Look at the second (bottom) table to see *who* has done *what* with the nomination.

**NOTE:** The Status screen will only show nominations you’ve submitted.

**QUERY SCREEN**

(see also pages 28-32 of the Helpful Hints guide)

In NAAS, click on **QUERY** on the menu bar, then select from one or more of the various search criteria available, or leave on the defaulted wildcard entries (“ALL”):

- **Center** (All, Agency, MSFC)
  - “All” here means both Agency-level and MSFC awards
- **Award Type** (Center Honor Award, Center Other Incentive Award, or Center Performance Award)
- **NOAC** (Nature of Action Code): you probably won’t use this one much
- **Award Title** (Director’s Commendation; Special Service Award; etc.)
- **Classification** (Honorary, Monetary, or Performance)
- **“In Process”** or **“Archived”** (see **pages 6-7 for definitions**)
  - If **“Archived”** select appropriate **date range**
- Click the **top “Search”** button, and the results will display in the **“Nomination Detail/Nominee Detail”** table below (onscreen).

**NOTE:** To query a specific Group award you submitted, select the appropriate search criteria in all categories **above**. Do **NOT** enter a specific employee name. The results will show all group awards you’ve submitted fitting the criteria.

You can also perform a **separate** search on an individual employee:

- **“Name”** or **“UUPIC”** (select “Name” and ignore “UUPIC”)
- Click the **bottom “Search”** button, and the results will display in the **“Nomination Detail/Nominee Detail”** table below (onscreen).

**NOTE:** You will only be able to query on nominations you have submitted.

**NOTE:** Queries for complete award history of an individual employee (all wildcard search criteria) will pull up all awards the employee has received, regardless of who submitted the nomination, or what organization the employee was in.

- Any Group awards the individual employee received will include the names of all other team members, but no other cash or time off amounts.

**Click to highlight the appropriate nomination** in the **“Nomination Detail/Nominee Detail”** table:

- Click on **“View Nomination”** to see a PDF of the nomination (print or save)
- Click on **“Export Nomination”** to pull up an Excel document of the nomination, which can also be saved to your computer.
- View the transaction log in the **“NAAS Action Log”** table underneath.